

POSTING DATE: September 13, 2006

CLOSING DATE: September 27, 2006

**VACANCY NOTICE  
PHARMACY TECHNICIAN**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**THE DEPARTMENT OF SOCIAL SERVICES' MEDICAL CARE ADMINISTRATION DIVISION PHARMACY UNIT IS PRESENTLY RECURITING TO FILL THREE (3) FULL-TIME PHARMACY TECHNICIAN POSITIONS LOCATED AT ITS CENTRAL OFFICE IN HARTFORD (PCN # 85478, 85479, 85480).**

**POSITION:                      PHARMACY TECHNICIAN**

**BARGAINING UNIT:        PARAPROFESSIONAL HEALTH CARE EMPLOYEES (NP-6)**

**HOURS OF WORK:        Monday Thru Friday (35) hours**

**SALARY RANGE:        \$31,196 - \$42,378 annually (HN 13)**

**LOCATION:                      Pharmacy Unit  
                                    25 Sigourney Street  
                                    Hartford, CT 06106**

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the Pharmacy Technician exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

**Duties/Responsibilities:** The Pharmacy Technicians will support the Department's Medicare Part D non-formulary exception review process. They will serve as the intermediary between the provider and Medicare D plan – e.g. the pharmacy technician will receive/review claim files from EDS for all non-formulary Medicare Part D drugs that the Department pays for, contact the prescriber to see if the client can switch to a formulary drug – if not, provide the prescriber with appropriate forms to file an exception with the Plan/ensure the forms are completed appropriately, get them faxed to the Medicare Part D plan, track the outcome of the exception request to the Plan, pursue a second level review with plan if necessary, make appropriate adjustments to the claim file, and any other necessary coordination in order to assist the client in exercising their exception/appeal rights with the Part D plan.

**General Experience:** One (1) year of experience performing technical pharmacy duties.

**Note:** For state employees the General Experience is interpreted as one (1) year of experience at the level of Pharmacy Technician Trainee.

**SPECIAL REQUIREMENT:**

Incumbents in this class may be required to travel.

**PLEASE NOTE:** This position will be filled in accordance with all applicable re-employment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION PROCEDURE:** To apply you must submit an original completed State of Connecticut Application for Examination or Employment (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: [www.das.state.ct.us/exam/default.asp#APPLICATION](http://www.das.state.ct.us/exam/default.asp#APPLICATION) FORMS. Please forward your completed original State of Connecticut Application (Form PLD-1) to:

Maria Taylor, Personnel Officer  
Department of Social Services  
Human Resources Division 12<sup>th</sup> Floor  
25 Sigourney Street  
Hartford, Connecticut 06106-0533  
Fax: (860) 951-2979

**APPLICATIONS MUST BE RECEIVED BY September 27, 2006 CLOSE OF BUSINESS**

**AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**